

MINISTRATIVE INTERNAL USE ONLY
OIA-88/78
19 October 1978

MEMORANDUM FOR: All OIA Personnel

SUBJECT : OIA Emergency Courier Procedures

1. The recent implementation of new procedures regarding the inspection of all material being removed from Agency buildings necessitates changes in OIA's Emergency Courier Procedures. New OIA Emergency Courier Procedures are outlined below.

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STATINTL 2. Ordinarily, classified material will be transported between Agency buildings via the Office of Logistics courier service which operates on a regularly scheduled twice-daily basis to and from [redacted]

[redacted] In addition, the couriers provide "on request" service. Thus, there should be few instances in which classified materials must be transported to or from OIA by means other than the regular courier service. However, on occasion it may become necessary for OIA employees to hand-carry classified material to other Agency or government buildings in the Washington area.

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STATINTL 3. If it does become necessary for an OIA employee to hand-carry classified documents between Agency buildings, the prior approval of the individual as an emergency courier must be obtained from either the Director, the Deputy Director, the OIA Document Control Officer (Mr.

[redacted] or the Alternate OIA Document Control Officer [redacted] This approval will be formally indicated by the issuance of a "Temporary Authorization to Transmit Classified Material" form, signed by one of these four officers.

4. In order to be designated an emergency courier when you must hand-carry classified material out of the building, you should:

a. Contact either of the secretaries in the Director's Office to obtain a "Temporary Authorization to Transmit Classified Material". She will fill out the form, which includes a listing of the materials to be couriered, for you.

b. You should then have the form signed by either of the Document Control Officers named above (or the Director or Deputy Director if a DCO is not available).

c. You should then return the signed form to the Director's secretary - she will retain the duplicate copy and the lower portion (listing) of the original copy, and give you back only the top portion of the original form which you will surrender to the Federal Protection Officer (FPO) as you depart the building.

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d. Note, if you must also return the material to [redacted]
you will need two forms--one to [redacted] and one to depart the
other building as you return [redacted]

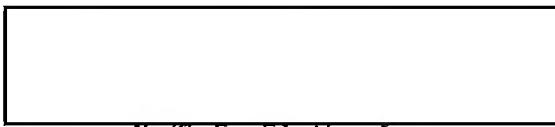
5. It is your responsibility as an emergency courier to ensure that
the material to be couriered is properly wrapped and handled in accordance
with its classification, i.e.



d. For assistance in the proper marking and wrapping of
material, consult with your Division secretaries or the OIA
Registry.

6. You are reminded that classified material and "Internal Use
Only" documents may not be taken home to be worked on or stored over-
night, or otherwise removed from Agency buildings, except as specified
above.

7. In conjunction with the recently implemented procedures cover-
ing the inspection of all material being removed from Agency buildings,
you are requested to give your full cooperation to the Federal Protec-
tion Officers tasked with carrying out the inspection of your hand STATINTL
baggage.



Noel E. Firth
Director
Imagery Analysis